Section III: Special Processes

Overview

This section will include detailed information on special processes that have been developed for use by DOA section webmasters. These processes will consist of more than the html used to create static web pages, by incorporating additional components prepared by OIS in other languages such as ASP, JavaScript, or ColdFusion. Key requirements for the processes to be provided for use by section webmasters are that they must be:

♦ Standardized – processes must be structured and coded in a consistent manner.

♦ Modularized – processes must be placed into modules that may simply be moved into a section's directory for use.

♦ Easily implemented and maintainable by the section webmaster – processes must require very limited, if any, customization, and allow reasonably consolidated placement within the section's directory structure.

♦ Require minimal additional software – processes requiring the installation of large and complex development software (such as ColdFusion) on the section webmaster's PC in order to implement and maintain them will not be distributed through this medium.

Processes Provided:

♦ **Online Interactive Forms**

This process provides for online completion of a form that may be submitted via email to a designated recipient. The instructions will address the creation of the initial form, and its preparation under Adobe Acrobat software as an online form with fill-in fields, including the user's email address, and a submit button, and hidden fields for the email destination address and display of a page indicating a successful submission